

## Announcement

**TO:** CIOs, CBOs, CAOs

**POSTED:** Tuesday, February 17, 2015

**SUBJECT:** PeopleSoft Financials Upgrade Critical Activity/Dates

### **Announcement:**

The PeopleSoft Financials 9.2 Upgrade is rapidly nearing completion. The purpose of this announcement is to increase awareness of timeframes for the following critical activities:

- Banner Integration User Acceptance Testing
- PeopleSoft Financials Application Downtime for Upgrade
- Expense and eProcurement Institutional Cutoff Dates

### **9.2 Upgrade Banner Integration User Acceptance Testing (UAT)**

All institutions are required to complete User Acceptance Testing (UAT) of Banner – PeopleSoft Financials Integration. The test window for this activity is from February 16<sup>th</sup> – February 25<sup>th</sup>. Institutional functional and technical resources for both Banner and PeopleSoft Financials should coordinate to determine when to perform testing during this window.

In order for testing to occur, Banner TEST environments will need to be linked to a PSFIN User Acceptance Test environment (SCITEST). This is a new PSFIN environment that requires institutions to allow the new financial servers access through the institution's firewall.

The script to perform the database link was released with Banner Georgia Enhancement Release 8.40. Hosted Banner institutions should request application of the script.

The recommended Banner integration UAT scenarios will be provided during the General Ledger and Accounts Payable UAT sessions, scheduled for February 11-13 and February 18-19 respectively.

### **PeopleSoft Financials Upgrade Downtime**

A tentative cutover timeline has been drafted for PeopleSoft Financials upgrade that will include an application downtime of three business days in addition to whatever time it takes Institutions to validate and sign-off on the upgrade. A draft timeline includes the following:

Tuesday, March 18 –Tuesday, March 24<sup>th</sup> – Institutions to clean up workflow approvals

Tuesday, March 24<sup>th</sup> at 5pm - All institutional users will be locked out of the system and application downtime begins.

March 24<sup>th</sup> at 5pm through March 30<sup>th</sup> at 8am – ITS will be working 24 hours a day on the completion of the upgrade from version 8.9 to 9.2.

Monday, March 30<sup>th</sup> at 8am – Upgraded 9.2 application will be turned over to defined Institutional users for validation and sign-off. Once validation and sign-off has been completed by institutional users, they can begin entering transactions.

### **Expense and eProcurement Institution Cutoff Dates**

#### **Expenses Module**

9.2 Upgrade ITS Cutoff Date – Tuesday, March 17<sup>th</sup> at 5:00pm:

1. Cutoff **Travel Authorization** entry in Self-Service Portal
2. Cutoff **Cash Advance** entry in Self-Service Portal
3. Cutoff **Expense Sheet** entry in Self-Service Portal

**Note:** Core users with the appropriate security roles will continue to have access to the Travel and Expenses Center in PeopleSoft Financials in the event a transaction needs to be updated or processed during the time that Expenses is unavailable to institutional end users.

#### **EProcurement**

9.2 Upgrade ITS Cutoff Date – Tuesday, March 17<sup>th</sup> at 5:00pm:

- Cutoff access to ePro Requisition entry for the following roles:
  1. BOR\_EP\_REQUESTER\_YE\_CUTOFF
  2. BOR\_EP\_MAINT\_REQ\_YE\_CUTOFF
  3. BOR\_EP\_MAINT\_REQ\_SCI\_YE\_CUTOFF

Note: Institutions that do not wish to have the ePro Requisition entry cutoff on this date should use the regular BOR roles without the YE\_CUTOFF ending.

### **More Information and Support**

For business impact emergency issues, contact the ITS Helpdesk immediately at 706-583-2001 or 1-888-875-3697 (toll free within Georgia). For non-urgent issues, contact the ITS Helpdesk via the self-service support website at [http://www.usg.edu/customer\\_services](http://www.usg.edu/customer_services). (This service requires a user ID and password. E-mail [helpdesk@usg.edu](mailto:helpdesk@usg.edu) to obtain self-service login credentials.)

### **Additional Resources**

For information about ITS maintenance schedules or Service Level Guidelines, please visit [http://www.usg.edu/customer\\_services/service\\_level\\_guidelines](http://www.usg.edu/customer_services/service_level_guidelines). For USG services status, please visit <http://status.usg.edu>.